

M.M.Mahila Mahavidyalaya, Ara

(A Constituent Unit of V.K.S.U., Ara)

Department of Computer Application (BCA)

Contents of the Programme

Duration:- 2Hours

7 Days Computer Literacy Programme.

Topic

Day:- 1

- ❖ Computer Fundamentals. (Theory)
- ❖ Basic Components.
- ❖ Software Vs Hardware.
 - (a) CPU.
 - (b) Memory.
 - (c) Input device.
 - (d) Output device.

Day:- 2

- ❖ Process of Computer System. (Theory)
- ❖ Software & types.
- ❖ Operating System.
- ❖ Windows Operating System.

Day:- 3

- ❖ Desktop (Theory & Practical)
- ❖ Desktop Elements.
- ❖ File & Folder Concepts.

Day:- 4

- ❖ Windows Concepts. (brief) (Practical)
- ❖ Windows Applets- Ms-paint, Notepad... etc.

Day:- 5

- ❖ Windows Practice (Practical)
- ❖ Internet Concept. (Theory)

Day:- 6

- ❖ Net Browsing (Practical)
- ❖ Electronic mail.

Day:- 7

- ❖ Practice in Lab (Practical)
 - (a) Apply online (E-payment)
 - (b) You tube
 - (c) Searching topics/ study materials.